

~~CONFIDENTIAL~~~~SECRET~~160957  
16 September 1957

MEMORANDUM FOR THE RECORD: ✓

SUBJECT: Conference on Personal Service and Consultant Type Contracts

1. A meeting was held on September 6, 1957 in the office of Mr. Saunders, Comptroller, to discuss the use of vouchered and unvouchered funds on personal service and consultant type contracts. In attendance were:

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Edward R. Saunders, Comptroller  
Budget Officer/OSI  
Chief, Admin Br/OSI  
Claims Br/FD  
Deputy Chief/FD

25X1A9A

Chief/CPD/OP  
Deputy Chief/SS/OL  
Deputy Chief  
(Contracts) PD/OL

2. Mr. Saunders stated that several cases had been brought to his attention involving the use of unvouchered funds on subject contracts. He reiterated the fundamental position of the Agency that vouchered funds should be used in every case except where special needs require the use of unvouchered funds.

3. The following facts were developed:

- a. Consultant type contracts for OSI are now being prepared by both the Office of Personnel and the Office of Logistics.
- b. The consultant type contracts prepared by OP are financed with unvouchered funds. These contracts do not bear a symbol designation.
- c. Consultant type contracts prepared by OL are financed with vouchered funds. They bear the symbol (RD)XG.
- d. Consultant type (RD)XG contracts prepared by OL are processed for payment through the Fiscal Division.
- e. Consultant type contracts prepared by OP are processed for payment through Finance Division. Fiscal Division cannot accept these contracts for payment at the present time since the contract does not bear an XG symbol.

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